



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

MEMORANDUM

TO: School Administrators
FROM: W. Doug Miller, Supervisor of Technology Education
DATE: April 21, 2004
RE: Missouri Institute for Technology Education

The Missouri Institute for Technology Education (MITE), designed to assist Missouri public schools in their transition from industrial arts, industrial technology, and other academic disciplines to technology education, is preparing for its fourth year. The four (4) day summer session will begin the evening of **Wednesday, July 28, 2004** and conclude Saturday afternoon, **July 31, 2004**, in Springfield, Missouri. The Institute is a year-long activity which includes two (2) "callback" sessions during the year. Upon successful completion of the entire Institute, participants can receive three (3) hours of credit from Central Missouri State University.

The Institute is limited to 50 participants. Schools who are first-year recipients of the Fiscal Year 2005 Technology Education Grant Award Program (TE GAP) will need to register each of the grant instructor(s) for the Institute. Please contact me regarding specific questions on participant eligibility and the MITE requirement for Fiscal Year 2005 TE GAP General Secondary schools.

There will be no registration fee for the participants. The local education agency (LEA) will be reimbursed for half (½) the rate of a double-occupancy room and meal costs (reimbursed up to \$28.00 per day for meals, receipts required). Transportation to and from the Institute is the responsibility of the LEA.

Instructors can complete the application by going to the following website: http://dese.mo.gov/divcareered/teched_mite.htm and faxing the completed form by **May 31, 2004** to (573) 526-4261. Dr. Michael Wright and Ben Yates, MITE Co-Directors, will mail specific logistical information regarding the Institute directly to you and your instructor in the near future.

Please contact me with your questions at W.Doug.Miller@dese.mo.gov or by phone at (573) 751-7764.

A handwritten signature in cursive script, reading "Doug Miller", is located at the bottom left of the page.